INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, **JANSEL JOI C. VILLAS**, of the **OFFICE OF THE VICE PRESIDENT FOR PLANNING, RESOURCE GENERATION AND AUXILIARY SERVICES** commits to deliver and agreed to be rated on the attainment of the following accomplishments accordance with the indicated measures for the period **January - December 2021.**

Approved:

JANSEL JOI C. VILLAS
Ratee
Date: January 10, 2022

DILBERTO O. FERRAREN
Head of Unit
Date: 14 Jan 202

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
UNIV MFO6: GENERAL ADMINISTRATION & SUPPORT SERVICES									
OVPPRGEA MFO 1. Administrative and Support Services Management	PI 1. Efficient and customer-friendly frontline service	Entertain visitors/ clients with zero complaint served	zero complaint	zero complaint	5	5	5	5.00	
	PI 2. Effectively acted administrative/financial documents								
	Number of financial documents prepared and processed (petty cash replenishments, JO Payroll, etc.)	Prepare and process financial documents	10	10	5	5	5	5.00	
	Number of administrative and financial documents prepared and processed (DTR, Leave, Application, Travel Request, Cash Advance, Trip Tickets, RIS, etc.)	Prepare and process administrative/ financial documents on time	10	24	5	5	5	5.00	
	Number of incoming/outgoing documents received and recorded	Receive and record in-coming/ outgoing documents for VP's	50	100	5	5	5	5.00	
	Number of communication and other documents filed	File communication and other	20	188	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
	Number of communication disseminated thru hard copy, email and IP	Disseminate communication thru hard copy, email and IP	20	103	5	5	4	4.67	
	Number of documents acted as a messenger	Forward documents to next office after VP's action	10	30	5	5	4	4.67	
	Number of calls received	Receive incoming calls	30	800	5	4	5	4.67	
	PI 4. Administrative and Management meetings effectively chaired								
	PI 4.1 Attendance to meetings/ seminars/ trainings/ workshops/ Orientation & Conferences								
	Number of meetings/ seminars/ trainings/ workshops/ Orientation & Conferences assisted and serves as a secretrariat	Serve as a secretariat	5	57	4	4	4	4.00	
	Number of prepared workshop/training/activity Documents (Notice of Meeting, Attendance Sheet, Training/workshop Materials, venue and food reservation)	Prepare needed documents for Workshop/Training	5	57	5	5	5	5.00	
	Number minutes of the meeting prepared and transcribed	Prepare minutes of the meeting	5	5	5	5	4	4.67	
	Number of certificates prepared and layouted	Prepare certificates of participation and appreciation	5	2	5	5	4	4.67	

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
	Number of Physical Plan targets for Budget Execution documents (BED 2)	Prepare data for BED	1	100%	5	5	5	5.00	
	Number of Annual Report submission monitored	Monitor submission of Annual Report	80	100%	5	5	5	5.00	
PI 2. Efficient Planning and Monitoring Services									
	Number of draft memo prepared and disseminated	Prepares memo and disseminates	2	10	5	5	5	5.00	(LUDIP, OPCR, AR) + (YEPA, Strat Plan, OPCR, AR)
	Number of consolidated workshop/training/activity output	Consolidate output from the activity	1	6	5	5	5	5.00	VPs
	Percentage of office followed up for submission	Follow up office for non-submission	85	100%	5	5	5	5.00	
	Number of VSU housing occupants encoded to system	Encoded VSU residents		600	5	5	5	5.00	
PI 3. Performance Management Team (PMT) Secretariat Services									
	Number of OPCRs (targets and accomplishments) received	Receive and file OPCRs for review by the PMT	85	100	5	5	5	5.00	
	Number of OPCR evaluated and monitored	Evaluate and Monitor OPCR submission	85	100	5	5	5	5.00	OPCR submission monitored
	Percentage of OPCR filed and sorted	Sort and file OPCR submission	85	100	5	5	5	5.00	
	Number of office provided a copy of OPCR request	Provide a copy of OPCR to the requesting office	5	100	5	5	5	5.00	

MFO & PAPs	Success Indicators	Tasked Assigned	Target	Actual Accomplishment	Rating				Remarks
					Q^1	E^2	T^3	A^4	
	PI 4. Collaborative and regular monitoring of the transparency seal								
	Number of times transparency seal monitored	Regularly monitor VSU transaparency seal webpage	5	24	5	5	5	5.00	
	Number of data received for transparency seal posting (all financial documents)	Receive data for posting	1	44	5	5	5	5.00	
	Percentage of data received posted on time	Post data to transparency seal	100%	100%	5	5	5	5.00	
	PI 5. Promptly provide data needed for VSU budget proposal	Provide data needed for VSU budget proposal	100%	100%	5	5	5	5.00	
OVPPRGEA MFO 5. Other Functions	Number of Inspection facilitated for University Inspectorate Team	Secretariat in the Inspectorate Team	3	15	5	5	5	5.00	
	Number of employees facilitated for Landbank Salary Loan	Processes Salary Loan for VSU Employees		15	5	5	4	4.67	Transferred the processing of loan to Accounting office
Best Practices/ Innovation	Created online storage and digitalized documents for easy access and retrieval with the use of google drive								
	Prepared daily accomplishment everydays (diary)								
Total Over-all Rating								167.00	

Average Rating	**4.91**
Additional Points:	
Punctuality	
Approved Additional points (with copy of approval)	
FINAL RATING	**4.91**
ADJECTIVAL RATING	**Outstanding**

Comments & Recommendations for Development Purpose:
Training needs: Strengthening office management skills; data gathering and analysis for in management, policy and reporting. Training in Planning and Office Management.

Evaluated & Rated by: Approved by:

DILBERTO O. FERRAREN   **DILBERTO O. FERRAREN**
VP for PRGAS   VP for PRGAS
Date: _____   Date: _14 Jan 2022_

1 - Quality   2 - Efficiency   3 - Timeliness   4 - Average